

WDC Pierce County Leadership Committee

Agenda
November 14, 2018
1:00 pm – 3:00 pm

WorkForce Central
3640 South Cedar Street, Suite E, Tacoma, WA

April Gibson, Chair
 Steve Gear, 1st Vice-chair
 TBD, 2nd Vice-chair
 Joyce Conner
 Darci Gibson
 Bruce Kendall
 Dale King
 Mandy Kipfer
 Nathe Lawver
 Mark Martinez
 Tim McGann
 Dona Ponepinto
 Patty Rose
 David Shaw
 Dereck Spivey
 Ron Thalheimer
 Blaine Wolfe
 Lin Zhou

- I. Common Technology (Update)
 - Common Referral System
 - I-Dashboards
- II. IFA (Update and Discussion)
- III. MOU Priorities (Discussion)
 - Single Point of Contact for Business Services (Discussion)
- V. Operational Issues Occurring within the System (Discussion)
 - Move update
- VI. Schedule for 2019

Meeting Dates/Times

Location

<u>Meeting Dates/Times</u>	<u>Location</u>
September 22, 2017 8:00 – 10:00 am	WorkForce Central
November 2, 2017 1:00 – 3:00 pm	WorkForce Central
December 21, 2017 1:00 – 3:00 pm	WorkForce Central
January 23, 2018 1:30 – 3:30 pm	Goodwill
February 14, 2018 1:00 – 3:00 pm	WorkForce Central
March 21, 2018 1:00 – 3:00 pm	WorkForce Central
April 18, 2018 1:00 – 3:00 pm	WorkForce Central
May 16, 2018 1:00 – 3:00 pm	WorkForce Central
June 13, 2018 1:00 – 3:00 pm	WorkForce Central
July 11, 2018 1:00 – 3:00 pm	WorkForce Central
August 15, 2018 1:00 – 3:00 pm	WorkForce Central
September 28, 2018 1:00 – 3:00 pm	WorkForce Central
October 17, 2018 1:00 – 3:00 pm	WorkForce Central
November 14, 2018 1:00 – 3:00 pm	WorkForce Central
December 12, 2018 1:00 – 3:00 pm	WorkForce Central

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 Tacoma, WA 98409
www.workforce-central.org

Meeting Notes

October 17, 2018
1:00 pm - 3:00 pm

April Gibson, Chair
Steve Gear, 1st Vice-chair
TBD, 2nd Vice-chair
Joyce Conner
Darci Gibson
Bruce Kendall
Dale King
Mandy Kipfer
Nathe Lawver
Mark Martinez
Tim McGann
Dona Ponepinto
Patty Rose
David Shaw
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Ron Thalheimer
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Lin Zhou

Present: Jason Scales, Lori Strumpf, Tim McGann, Hilliary Bryan, Tim McGann, Mabel Edmonds, Jayme Kaniss (via conference bridge)

Absent: Don Gauntz, Mandy Kipfer, Rich Nannini

WorkForce Central Staff: Debbie Lean

Guest: Linda Nguyen

I. Announcement of OSSO Selection (Update)

Linda Nguyen announced that after going through an RFP process with two submissions received by WFC, the review panel awarded the contract to Lori Strumpf of Strumpf Associates.

II. Common Technology (Update)

- Common Referral System
 - There were 40 people at the two referral training sessions. People were engaged and think the system is useful. Concern was that some people did not know why they were there. Communication needs to improve between the leadership team and subcommittee and within respective organizations.
 - Launching tomorrow – 10/18.
 - Asked Corey that during the pilot phase to keep track of the referrals being put in to see what is happening and making sure people are checking.
 - Lori was surprised to hear that Corey did not pass out the standard operating procedures during training.

- I-Dashboards
 - Still working on the data and they are at the Idashboard conference this week to learn more.

Action:

- ***Once a minor addition is made to the standard operating procedures Lori will send it electronically to the subcommittee and the leadership team members with a note that says please make sure all navigators get this document.***

III. IFA (Update and Discussion)

- Lori shared that IFA signature pages have been received by most partners.
- Tim advised that the IFA is in ESD's fiscal office for approval right now and Lori should have it by the end of the week.
- Lori advised there are questions from DSHS/TANF, which Tim will work on resolving.

Action:

- ***Tim will talk to Louisa at DSHS.***

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IV. MOU Priorities (Discussion)

- Single Point of Contact for Business
 - Lori shared that the subcommittee met today and continued to talk about how to create a single point of contact for businesses. She reported out that the leadership team does not want the subcommittee to do a deep dive but to keep trying to design it with an understanding that it will be worked into next year's budget.
 - Not because we have decided on Sales Force but because six agencies are already using it, there was a demo at the subcommittee meeting.
 - Debbie A. raised that WAWIN also has employer contact management capabilities. Partners shared that they would be happy to be on the state system as long as all partners meant all partners, not just State agencies.
 - Lori shared single point sample from other area (included possible customer flow for the system).
 - Subcommittee should look at the business plan WFC and ESD drafted, use it as an example, pull out what works and create a new plan.
 - If appointed subcommittee members do not have the business voice for their respective agency they can do one of two things: 1) Go back and talk to agency expert or 2) Bring experts/specialist to meetings for topic specific discussion.

- ETO
 - ETO/WAWIN Update from ESD staff Christa Castanon, Leah Jaggars and Eric Lee via conference bridge:
 - Many resources are dedicated to the WAWIN project. Looking at training and refresher on system.
 - Launch tentative 3rd quarter of 2019 (August).
 - Hiring two staff to assist with ETO problems so her trainers can concentrate on training on WAWIN.

Action:

- ***Lori will send draft business plan with a memo to subcommittee as a sample plan.***

V. Operational Issues Occurring with the System (Discussion)

- Move Update – December 8-9
- Will conduct a three month pilot for opening on Tuesdays until 6:30pm
- Working on IT issues with ESD staff
- Community Life committee – activities, etc.
- Cheryl Keating, Center manager is now an official member of the subcommittee. She is responsible to the center and CPS is employer of record for this position only.

VI. 2019 Meeting Schedule (Discussion)

After discussion, committee agreed to begin every other month meetings beginning February 2019.